



CITY OF SANTA BARBARA

COUNCIL AGENDA REPORT

AGENDA DATE: June 9, 2009

TO: Mayor and Councilmembers

FROM: City Clerk's Office, Administrative Services Department

SUBJECT: Agreements With Martin & Chapman Company And Donna M. Grindey, CMC, For Election Services Related To The November 3, 2009, General Municipal Election

RECOMMENDATION: That Council:

- A. Find it in the City's best interest to waive the formal bid process, as authorized by Municipal Code Section 4.52.080(k);
- B. Authorize the Administrative Services Director to execute a \$95,000 professional services agreement with Martin & Chapman Company for election services, and to approve expenditures of up to \$14,250 for extra services that may result from necessary changes in the scope of work; and
- C. Authorize the Administrative Services Director to execute a \$48,000 professional services agreement with Donna M. Grindey, CMC, for election services, and to approve expenditures of up to \$7,100 for extra services that may result from necessary changes in the scope of work.

DISCUSSION:

The City's next general municipal election to elect a new Mayor, fill three City Council seats and vote on ballot measures will be held on Tuesday, November 3, 2009.

On March 10, 2009, Council authorized City staff to conduct a vote-by-mail election with seven polling locations that would allow voters the option to vote in person. As part of the discussion, staff indicated that we would return to Council for approval to contract for professional services related to the administration of the election and to call the election.

The purpose of this Council Agenda Report is to obtain Council approval to contract with Martin & Chapman Company and Donna M. Grindey, CMC, for professional services related to the administration of the November 3, 2009, vote-by-mail general municipal election.

Council Agenda Report

Agreements With Martin & Chapman Company And Donna M. Grindey, CMC, For Election Services Related To The November 3, 2009, General Municipal Election

June 9, 2009

Page 2

Election-related services are unique and not subject to competitive bidding. Martin & Chapman Company and Donna Grindey specialize in and have provided comprehensive election services to local municipalities, including the City of Santa Barbara.

Martin & Chapman Company, located in Anaheim, was established in 1956 and currently provides election supplies, services and consultation to over 400 cities, counties and associations in the states of California and Nevada. The Company satisfactorily provided stand-alone election services to the City in November 2007. Additionally, the Company has provided limited consultant services to the City of Santa Barbara related to ballot measures, initiatives and elections for the past 20 years. Martin & Chapman serves as the primary election consultant for cities in the California counties of Ventura, Santa Barbara, San Luis Obispo, Los Angeles, Orange, San Bernardino, Riverside, San Diego, and Imperial.

Martin & Chapman will provide the following supplies and services to the City of Santa Barbara:

- Nomination, mail ballot and precinct supplies;
- Voter identification reports;
- Vote by mail tracking program;
- Sample ballot/voter information pamphlets;
- Official ballots and supplies;
- Ballot counting, including equipment, and election night supplies;
- Translation services; and
- Qualified staff member availability by telephone or in person.

Donna M. Grindey is a retired City Clerk who specializes in election consulting services. Ms. Grindey will provide assistance with all aspects of the election process. As a City Clerk, Ms. Grindey successfully held seven stand-alone elections for the cities of Santa Clarita and Lancaster. Ms. Grindey has satisfactorily provided stand-alone election consultant services to several tri-county cities, including the City of Santa Barbara.

Ms. Grindey will provide the following services:

- Preparation of election resolutions, notices, and candidate nomination papers;
- Identification of polling locations and precinct workers;
- Processing of vote-by-mail voter information;
- Supervision of the canvassing process and preparation of reports;
- Design of central counting center; and
- Training of City staff on all aspects of the election process.

Council Agenda Report

Agreements With Martin & Chapman Company And Donna M. Grindey, CMC, For Election Services Related To The November 3, 2009, General Municipal Election

June 9, 2009

Page 3

Staff plans to return to Council on June 30, 2009, requesting Council adoption of the following resolutions necessary to schedule the City's general municipal election:

- Calling for the election;
- Authorizing a vote-by-mail election;
- Adopting regulations pertaining to candidates' statements;
- Directing the City Attorney to prepare impartial analyses of any ballot measures or Charter Amendments; and
- Setting priorities for filing written arguments for ballot measures or Charter Amendments.

BUDGET/FINANCIAL INFORMATION:

The City Clerk's Office included \$300,000 in the Fiscal Year 2010 proposed budget to cover the costs of the November 3, 2009, general municipal election, including the services outlined in this report .

PREPARED BY: Cynthia M. Rodriguez, CMC, City Clerk Services Manager

SUBMITTED BY: Marcelo A. López, Administrative Services Director

APPROVED BY: City Administrator's Office